



Maryland Department of Budget & Management

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Office of Personnel Services and Benefits

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CECILIA JANUSZKIEWICZ
Deputy Secretary

MEMORANDUM

TO: Cabinet Secretaries and Heads of Independent Agencies

FROM: Andrea M. Fulton
Executive Director

DATE: September 8, 2004

SUBJECT: New Performance Appraisal Reports

To assist you in your efforts to ensure that supervisors are evaluating employees in accordance with the State's Performance Planning and Evaluation Program (PEP), my office will begin sending you a quarterly report of your agency's PEP completion rate.

The PEP process facilitates communication between supervisors and employees and consists of three phases: the beginning of cycle to discuss performance expectations for the upcoming cycle; the mid-cycle to review the employee's performance; and the end-of-cycle to assign an overall rating. The quarterly report will compare the number of end-of-cycle PEP's actually completed by your supervisors with the number of end-of-cycle PEP's that should have been completed.

In the past, the Department of Budget and Management has been asked to report agency PEP performance to members of the General Assembly. I hope that these new reports will assist you with attaining a high PEP completion rate for your agency.

Please feel to contact me at 410-260-6365 if you have any questions. If you would like this information sent to additional staff within your department, please contact Joanne McCorkle-Smith at 410-767-4683 to add individuals to the distribution list.

cc: Cecilia Januszkiewicz
Agency Personnel Directors
Joanne McCorkle-Smith